

GIVING "AES CLUB DIRECTOR" RIGHTS TO CLUB STAFF

In addition to the Organization Admin, other club staff members can be provided with "Club Director" designation IN AES which gives them rights within the club's AES account for the purposes of registering teams for tournaments, facilitating registration fee payments and submitting tournament team rosters.

This designation in AES does **NOT** give the staff member Club Director or Organization Admin rights in SportsEngine.

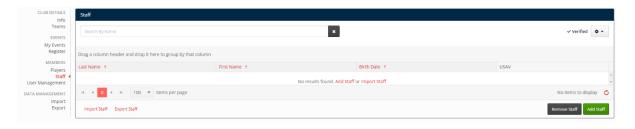
- 1. The Club's SE Organization Admin ONLY can log into the club's AES account (using the same username and password as they use to log into the club's SE HQ).
- 2. Click on "User Management" on the left navigation bar.
- 3. Find the staff member who should be assigned AES Club Director rights and add a check to the "Club Director" box to the right of the staff member's name.



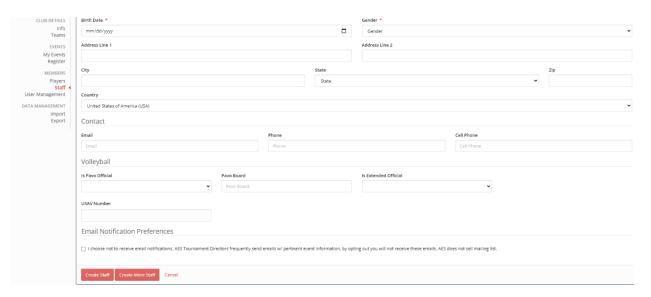
4. The assignee can now log into their own AES account (using the same username and password that they use in SportsEngine) and they will be able to access the Club's AES account.

If a staff member cannot be found in the Club's User Management tab in AES, he/she can be added manually.

1. Click on **Staff** on the left navigation bar. Then click the green **Add Staff** button once the staff list screen appears.



2. Complete the **Staff Profile** information that is required*. Also, include the email address that the member uses to log into their own SportsEngine account. Click **Create Staff.**



3. If the member does not yet have an AES account, on the User Management tab under "Actions" on the far right, you will see an **Invite** link - click this to send an email to the member asking them to set up their AES account.

